

department Vacancy Announcements

The City of New Orleans Health Department is seeking a qualified candidate for the position of Fiscal Manager of its Healthcare for the Homeless Program.

Job Requirements

Qualifications include: a Bachelor's Degree in Finance, Accounting or Business Administration, or a closely related field and a minimum of (3) years of professional experience preferably within the health care arena.

- Implement and maintain necessary systems to manage all financial activities of HCH;
- Manage and supervise billing staff and functions;
- Coordinates, prepares, and/or reviews the preparation of composite large office final budget requests by doing research and gathering data individually and/or from HCH Director;
- Responsible for financial reporting and financial record maintenance as required by the funding source and the City of New Orleans;
- Maximize revenue from public programs through the efficient billing of Medicaid, GNOCHC, Medicare and Managed Care Organizations;
- Familiar with generally accepted accounting principles (GAAP) in the health care industry as well as insurance reimbursement;
- Prepare monthly, quarterly, and annual financial reports. Cash management of all grants and contracts including preparation of reimbursement requests and draw-down of funds;
- Assists in annual audit and annual budget development for grants and contracts. Assist with preparation
 of audit schedules, financial statements and statistical data related to the annual audit;
- Responsible for accounts payable functions including reviewing invoices and supporting documentation for accuracy, verifying that general ledger expense codes are correct, expenses are in agency and grant budget and attain appropriate approval signature(s);
- Ensure that grant funds are expended in compliance with grantor agency regulations and responsible for budgetary control of grants and contracts alerting the Director of discrepancies;
- Prepares financial analyses, narratives, tables, and charts to plot trends and project future status of entity;
- Establish and implement financial policies and procedures for grants and contracts to ensure compliance with funding agency guidelines.

Program Overview

Health Care for the Homeless (HCH) is a federally qualified health center (FQHC) dedicated to providing comprehensive primary care services to homeless persons in the City of New Orleans and surrounding parishes for over 20 years under the direction of the City of New Orleans Health Department. An equal opportunity employer, employees deliver quality, compassionate and courteous healthcare to homeless individuals, regardless of the ability to pay for services.

How to Apply

Interested applicants should forward their resume to Charlotte Parent, Deputy Director of Health at cmparent@nola.gov.